

510-8-.01 Continuing Education Requirements.

(1) A total of 40 clock hours of continuing education relevant to the licensee's professional activities are required biennially to renew a license. Three hours must be earned in each of the following: professional ethics, and psychopharmacology. The renewal period runs from January 1 of an odd numbered year to December 31 of the following even numbered year. Time counted shall be a clock hour for an hour's credit, except in Area II, Conventions, in which each day in attendance is counted as three clock hours. Each psychologist shall report biennially, under oath, the number of hours of continuing education he/she completed. Such report will be due at the time of renewal and shall accompany the Application for License Renewal.

(2) Psychologists who are licensed by examination or by endorsement during the first year of the biennium (between January 1 and December 31 of the odd numbered year) must obtain 20 hours of continuing education, 3 hours of which must be in each of the following: professional ethics, psychopharmacology, and cultural diversity. The cultural diversity requirement may be satisfied by documentation on the graduate transcript of a specific course taken in cultural diversity while in graduate school.

(3) Psychologists who are licensed by examination or by endorsement during the second year of the biennium (between January 1 and December 31 of the even numbered year) will not be required to complete any continuing education hours to renew the license for the first time. However, for the next renewal, three hours of cultural diversity continuing education must be included as part of the other continuing education requirements.

These hours may be satisfied by documentation on the graduate transcript of a specific course taken in cultural diversity while in graduate school.

(4) Psychologists with disabilities may petition the Board for accommodations that facilitate their satisfaction of these requirements. The request for an accommodation by an individual with a disability must be made in writing and received in the Board office by at least 2 months prior to the end of the renewal period along with the appropriate documentation, as indicated in the Request for Disability Guidelines.

Authority O.C.G.A. Secs. 43-1-19, 43-1-25, 43-39-5, 43-39-14, 43-9-15. **History.** Original Rule entitled "Temporary License" adopted. F. July 18, 1986; eff. Aug. 7, 1986. **Repealed:** New Rule entitled "Continuing Education Requirements" adopted. F. July 27, 1994; eff. Aug. 16, 1994. **Amended:** F. Mar. 29, 1996; eff. Apr. 18, 1996. **Amended:** F. Nov. 27, 1996; eff. Dec. 17, 1996. **Amended:** F. Feb. 25, 1997; eff. Mar. 17, 1997. **Amended:** F. Aug. 11, 1997; eff. Aug. 31, 1997. **Repealed:** New Rule of same title adopted. F. Apr. 2, 2001; eff. Apr. 22, 2001. **Repealed:** New Rule of same title adopted. F. Oct. 29, 2003; eff. Nov. 18, 2003.

510-8-.02 Types of Continuing Education.

(1) Successful completion of the board examination of the American Board of Professional Psychology will satisfy all continuing education requirements in the biennium during which the examination is passed. Documentation from ABPP must be submitted to the Board.

(2) Continuing Education requirements may also be met through hours acquired in the following:

(a) **Professional Ethics.** A licensed psychologist must complete a minimum of three clock hours in professional ethics to renew his/her license each biennium. These hours must be earned through Areas I, III, or IV. The main focus of the program must be on the

ethical principles involved. Hours concerned exclusively with legal, legislative, or malpractice issues will not fulfill the ethics requirement. Documentation must include date, title, location, sponsoring agency and hours. A psychologist who serves as a peer reviewer, the completion of which is acknowledged by the Board, for an alleged violation of the law or rules will also meet the three-hour ethics requirement for the current biennium if the review is submitted as a written report to the Board. A psychologist who serves on a subcommittee of the Board for oral examinations will also meet the three hour ethics requirement for the current biennium. A psychologist who serves as a member of the Ethics committee for the Georgia Psychological Association or as a Board member of the State Board of Examiners of Psychologists during the biennium will also meet the three-hour ethics requirement.

(b) **Psychopharmacology.** A licensed psychologist must complete a minimum of three hours in the area of Clinical Psychopharmacology to renew his/her license each biennium. I-O psychologists or Consulting psychologists who are not otherwise engaged in a health service practice are exempt from this requirement. Documentation must include date, title, location, sponsoring agency and hours. These hours must be earned through areas I, III, or IV.

(c) **Cultural Diversity.** All first time renewals must complete a minimum of three hours in the area of Cultural Diversity. Cultural Diversity courses will deal with issues that arise due to the differences between racial groups, gender, age, religions, lifestyles, beliefs, physical capabilities, ethnicity, socio-economic, and subcultures. Documentation must include date, title, location, sponsoring agency and hours. These hours must be earned through areas I, III, or IV. This requirement may be satisfied by documentation on the graduate transcript of a specific course taken in cultural diversity while in graduate school.

(d) **Area I-Academic Courses and Professional Supervision.** This includes seminars and approved courses given by recognized universities, hospitals, and training institutions. It does not include courses the licensee teaches (see Area V). It may also include other courses of study, which follow the academic model, (i.e. continuity of subject matter, regularly scheduled attendance, and collateral readings). "Grand Rounds" in a hospital or professional school will qualify if there is continuity of subject matter on a single coherent topic over a series of dates, with a minimum of ten hours and collateral readings. A structured program of supervision will qualify if there are regularly scheduled supervision sessions (minimum of ten hours) and collateral readings. Document supervision with a list of dates attended, course description, location, and number of hours. If supervision credit is requested, a descriptive letter from the supervisor must be submitted. Each instructional or supervision hour qualifies for one hour of CE credit. A maximum of 20 hours is allowed in Area I biennially.

(e) **Area II-Conventions.** This area includes national, international, regional, and state associations of psychologists' annual meetings that are attended in person. Documentation must include the date, convention title, location, and hours. If other than a psychological convention is attended for credit, documentation must include a memo indicating relevance to professional growth and development as a psychologist. One convention day qualifies for three hours of CE credit with a maximum of 6 hours of CE credits per day (ex. One 3 hour workshop under Area III and 3 hours of general convention activities or 6 hours of workshops under Area III). A maximum of 20 hours is

allowed in Area II biennially.

(f) **Area III-Workshops and Institutes.** This area includes workshops at conventions, hospitals, and training institutions. These must last a minimum of three hours, be attended in person, cover a professional issue or topic, and be made available to the psychological community in general. A "Grand Rounds" series shorter than that included under Area I will qualify if there is one professional issue or topic covered for a minimum of three hours in a continuous sequence of conferences. Each workshop hour qualifies for one hour of CE credit. Documentation must include an official certificate of attendance issued by the CE presenter/sponsoring organization and include date, title, location, and hours. A maximum of 20 hours is allowed in Area III biennially.

(g) **Area IV-APA or GPA Approved Continuing Education Programs.** A certificate of attendance provided by APA or GPA must be submitted to document dates attended, title, location, approving organization, and number of hours. Each instructional hour qualifies for one hour of CE credit. These programs must be attended in person. Documentation must include an official certificate of attendance issued by the CE presenter/sponsoring organization and include date, title, location, and hours. A maximum of 20 hours is allowed in Area IV biennially.

(h) **Area V-Self Instructional Activity.** This is a broadly defined area intended to accommodate any self-development activities, which are relevant to one's professional interests. This area includes use of audiotapes, videotapes, books, and journals. Credit is also given for conducting a workshop or academic course for the **first time**, and for preparation of articles for publication for the **first time**. Documentation is by a memo that justifies the credit claimed. Each hour of self instructional activity qualifies for one (1) hour of CE credit. A maximum of 10 hours is allowed in Area V biennially.

(i) **On line Continuing Education.** On line instruction qualifies as CE credit only under Area V.

Authority O.C.G.A. Secs. 43-1-19, 43-1-25, 43-39-5, 43-39-13 to 43-39-15. **History.** Original Rule entitled "Types of Continuing Education" adopted. F. July 27, 1994; eff. Aug. 16, 1994. **Amended:** F. Oct. 6, 1995; eff. Oct. 26, 1995. **Amended:** F. Nov. 27, 1996; eff. Dec. 17, 1996. **Amended:** F. Feb. 25, 1997; eff. Mar. 17, 1997. **Amended:** F. May 1, 1998; eff. May 21, 1998. **Repealed:** New Rule of same title adopted. F. Apr. 2, 2001; eff. Apr. 22, 2001. **Repealed:** New Rule of same title adopted. F. Oct. 29, 2003; eff. Nov. 18, 2003.

510-8-.03 Reporting/Documentation.

(1) Each licensee shall maintain for four years his/her own records of completed continuing education activities. The Board will not maintain continuing education files for licensees.

(2) Each licensee shall attest, on his/her biennial license renewal application, that he/she has satisfied the continuing education requirements. Documentation of these activities should be retained by the licensee and not sent to the Board. False attestation of satisfaction of the continuing education requirements on a renewal application may subject to licensee to disciplinary action, including revocation.

(3) The Board will audit a fixed percentage of the renewal applications. Licensees whose applications are audited will be required to document the completion of his/her continuing education activities. Documents for Areas III and IV will require an official certificate of attendance issued by the CE presenter/sponsoring organization and include date, title, location, and hours. Reporting for ethics and psychopharmacology, will

require the certificate of attendance issued by the sponsoring organization for Areas III and IV or the psychologist's affidavit for Area 1 which describes the activity.

Documentation of Self instructional activity requires the submission by the psychologist of an affidavit which shall contain a description of the activity, the subject material covered, the dates, and number of hours involved. An affidavit is a written statement signed and sworn or affirmed to before a person authorized by state or federal law to administer oaths.

(a) If an audited licensee fails to provide the Board with acceptable documentation of the hours attested to on his/her renewal application, the license will not be renewed. The licensee may obtain the required continuing education hours within six months; however, the license will not be renewed until the requirements have been met and approved by the Board. Failure to satisfy the continuing education requirement shall result in revocation of the license by operation of law.

(b) If, following the audit, the Board disqualifies any of the documented continuing education hours such that the licensee does not meet the continuing education requirements set out above, the license will not be renewed until the requirements have been met and approved by the Board. The licensee may obtain the required continuing education hours within six months of notice of the deficiency. If the licensee does not meet the requirement within the six-month period, the license shall be revoked by operation of law.

(c) Under conditions a or b, practicing without a renewed license subjects the licensee to penalties as set forth by the Board, and the licensee may be subject to disciplinary action, including revocation of license.

Authority O.C.G.A. Secs. 43-1-19, 43-1-25, 43-39-5, 43-39-13 to 43-39-15. **History.** Original Rule entitled "Reporting/Documentation" adopted. F. July 27, 1994; eff. Aug. 16, 1994. **Amended:** F. Oct. 6, 1995; eff. Oct. 26, 1995. **Repealed:** New Rule of same title adopted. F. Apr. 2, 2001; eff. Apr. 22, 2001. **Repealed:** New Rule of same title adopted. F. Oct. 29, 2003; eff. Nov. 18, 2003.